

JOB DESCRIPTION

Job title: Administrator – Early Outcomes Fund

Service: Early Years Coordination Service, Staffordshire

Salary: Grade 1 point 1 – 5

Hours: 37 hours per week,

Responsible to: Project Co-ordinator

Location: To be agreed with successful candidate but can include any of the Staffordshire Children's Centres (Tamworth, Lichfield, Cannock, East Staffs, South Staffs, Stafford, Staffordshire Moorlands or Newcastle Under Lyme) or a Stoke on Trent City Council or Staffordshire County Council premises.

Summary of job:

To support the day-to-day activities of the Early Outcomes fund project. To support the team in leading, strategically developing, implementing and monitoring the work of the project across Staffordshire. To play a significant role in collecting, inputting, analysing data to inform future planning. To work collaboratively with the Early Years Co-ordination service in Staffordshire in ensuring strong and positive multi agency work takes place to benefit service user.

Key tasks and responsibilities:

1. Undertake all administrative tasks and support the Early Outcomes Fund workers and commissioned providers to ensure the service run effectively and efficiently at all times. Ensure that the Children's Centre Core Purpose is met as required by legislation.
2. Provide a warm and welcoming service, which includes, but is not limited to, ensuring that information about the service is available, relevant, up to date and clear.
3. Ensure good communication with all staff and partner agencies, building strong working relationships with organisations in Staffordshire and Stoke on Trent.
4. Promotion of Think2 and PBA to early years partners and parents/carers.
5. Making sure that resources are managed effectively and efficiently to meet the needs of families. Replenish consumable resources (as required).
6. Inputting Family Membership Forms and attendance registers, for all activities relating to the Early Outcomes Fund into a data management system (Capital).
7. Oversee the collection, collation and manipulation of a wide range of information and statistical data to generate reports, prepare letters, memos and documents. Regularly assist the Early Outcomes Fund team to create detailed and accurate reports for meetings. Taking accurate minutes of any meetings as required throughout the district.

8. Ensure that tracking is taking place of targeted children and adults to determine whether there has been any longer term impact of their engagement with services (reports will be available on the Capita database to assist with this).
9. Recording compliments, comments and complaints
10. Provide coordination and administration support for the governance meetings and any other meetings as required.
11. Link with Children's Centre administrators to post information on Social Media about the project, ensuring compliance with the Children's Centre Policies and Procedures for Social Media.
12. Managing all room bookings arrangements for meetings for the Early Years Outcomes fund team.
13. Provide an efficient, accurate and professional response to all communication, whether by telephone, email or face to face
14. Ensure that all confidential paperwork is stored securely and that these are not destroyed without authorisation from SCC.
15. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being people focused
 - Reflecting a 'can do' approach
 - Striving for excellence in everything we do
 - Having mutual respect for everyone we work with, work for and support through our services
16. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's and local procedures for promoting and safeguarding the welfare of children and vulnerable adults.
17. To ensure the implementation of Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
18. To comply with Children's Centre policies and procedures and Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
19. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

1. Extensive experience of providing administrative support in an early years /education and/or charitable setting and/or a relevant qualification i.e. administration or business
2. Good IT and numeracy skills and demonstrable experience of using Microsoft Office systems and databases
3. The ability to take and write accurate and clear minutes of meetings and present in a professional format
4. Experience of setting up and running office systems, keeping detailed records, and supporting complex projects with multiple stakeholders
5. Excellent organisational skills and time-keeping with a strong attention to detail. Ability to prioritise, plan, organise and manage a varied workload and to work autonomously and flexibly in order to meet challenging and conflicting deadlines
6. Ability to problem solve, applying creativity and innovation
7. A commitment to excellent service delivery and service development within the team. A confident and professional approach and strong interpersonal skills, with the ability to communicate information effectively both verbally and in writing to a range of stakeholders, including children and young people, parents and carers and funders
8. Ability and enthusiasm to work effectively and independently with an appropriate amount of supervision and as part of wider Family Action teams
9. A commitment to ongoing personal professional development and to engage in regular supervision and Family Action's appraisal process
10. A commitment to apply Family Action's policies and procedures in every aspect of daily work including Health and Safety, Data Protection, Safeguarding of children and vulnerable adults
11. A commitment to equality of opportunity, and the ability to creatively apply equal opportunity principles to service provision and employment
12. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being people focused
 - Reflecting a 'can do' approach
 - Striving for excellence in everything we do
 - Having mutual respect for everyone we work with, work for and support through our services
13. Willingness to work flexibly to support the success of the programme, with occasional travel for meetings and training and to support colleagues in similar roles across the programme